

Position Announcement #02-03  
March, 2002

**NOTICE OF POSITION VACANCY**

**UNITED STATES PRETRIAL SERVICES OFFICE  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS**

POSITION TITLE: **PRETRIAL SERVICES CLERK**

DUTY STATION: **CHICAGO, ILLINOIS**

STARTING SALARY RANGE : **CL 23 (\$25,808-\$41,964 per year); actual starting salary depends on qualifications.**

CLOSING DATE: **Open Until Filled**

**POSITION OVERVIEW:** This position is located in the Federal Pretrial Services Office in Chicago, Illinois. A pretrial services clerk provides clerical and administrative support to the staff of the U.S. Pretrial Services Office at its headquarters location. The primary duties of the pretrial services clerk are to:

- Serve as the office receptionist, greeting, screening and referring telephone callers and visitors;
- Maintain both automated and hard copy files, logs and manuals;
- Retrieve, photocopy, and route reports and other case file documents;
- Prepare letters, memoranda, recurring reports and forms;

**QUALIFICATIONS:** To qualify for this position the applicant must be a high school graduate or equivalent, and have at least two (2) years general office experience. The general office experience should have included the following:

- ability to type 60 wpm;
- skill in using personal computers and software applications, specifically, use of Windows 95/98 and WordPerfect 8.0;
- ability to communicate effectively in writing and orally;
- good knowledge of office procedures, practices and processes;
- extensive knowledge of proper grammar usage and the ability to edit efficiently;
- general knowledge of the criminal justice system and legal terminology;
- ability to maintain confidentiality;
- ability to work in a team setting;
- ability to meet required deadlines, maintain tracking systems related to cases and maintain concentration despite interruptions;
- Fluency in Spanish is helpful, but not required.

**EDUCATIONAL SUBSTITUTIONS:** Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semester or 45 quarter hours) equals 9 months of experience.

**TO APPLY:** Application must be made on the government application form, OF 612. **Applications may be obtained at the U.S. Pretrial Services Office, 219 South Dearborn Street - Room 15100, Chicago, IL 60604 during the hours of 8:30 a.m. to 4:30 p.m., Monday - Friday.** Return applications to the Chicago Office address, attention: Personnel Office. **Applicants called for an interview will be given a written test. To have an application mailed to you call the 24-hour Job Information Line at (312) 408-7771.**

The candidate will be subject to a background criminal history check before employment offer is made. All new employees are subject to a 12 month probationary period from date of hire.

### **BENEFITS:**

Employees of the United States Pretrial Services Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees. Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Mandatory participation in the federal retirement system and social security system.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in a group life insurance program.
- Optional participation in a group long term care insurance program, long term disability insurance program, as well as flexible spending accounts.
- Optional participation in Thrift Savings Plan (401K plan).
- A minimum of 10 paid holidays per year.
- Opportunities for salary increases based upon performance.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

**THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER**